

## Guardianship Program Rules

### 707 Inactive Status

707.1 A CPG or Agency may voluntarily request inactive status by notifying the Board in writing of the date the change in status is to be effective and by complying with the requirements of this regulation. AOC staff is authorized to grant inactive status to CPGs or Agencies that qualify under these Regulations. AOC staff denials to inactive status request must be reviewed and approved by the Certification and Applications Committee.

707.2 A CPG on voluntary inactive status by the Board is not required to pay the full annual fee, but shall pay in accordance with Regulation 703.2.3. A CPG on voluntary inactive status is required to file an E&O Declaration and the GR 23(e) Disclosure.

707.3 A CPG on voluntary inactive status may return to active status by filing a petition to return to active status with the Board within two (2) years from the date that voluntary inactive status was granted. The CPG must pay the annual fee and meet any additional requirements for CPGs.

707.4 A CPG on inactive status longer than two years from the date of transfer to inactive status can only be returned to active status after review by the Application Committee. The Application Committee may require the Guardian to complete all or a portion of the initial certification process.

707.5 Prior to requesting inactive status, the CPG shall:

707.5.1 Comply with all statutory and court-ordered requirements for discharge from responsibilities as a guardian in each case in which the CPG has been appointed, with the exception that a guardian who is not a member of the incapacitated person's family and who charges fees for carrying out the duties of court-appointed guardian may retain guardianship over two incapacitated persons;

707.5.2 File with the Board an affidavit showing:

707.5.2.1 Compliance with these requirements.

707.5.2.2 The address where communications may be directed to the inactive CPG or Agency, and acknowledging a requirement to keep their address current with the AOC for 36 months following surrender.

707.5.2.3 After being placed on inactive status, the former CPG shall not accept any new clients or engage in work as a CPG until return to active status.

707.5.2.4 The CPG or Agency shall file the affidavit or declaration required by this regulation within sixty (60) calendar days of the date of the written notice to the Board of the intent to go on inactive status.

707.6 Failure to file the compliance affidavit or failure to comply with other statutory and court-ordered requirement shall subject the CPG or Agency to revocation of existing certification.

707.7 The CPG or Agency may revoke the notice of intent to go on inactive status by notifying the Board in writing.